

5-1780

3 February 1954

MEMORANDUM FOR: Acting Deputy Director (Administration)

SUBJECT: Administrative and Technical Study of the
Printing of FI Reports

1. Attached is an interim report on a study of the administrative and technical phases of printing FI reports. This study was made by [REDACTED] of the Printing Advisory Staff of this Office. This interim report has been concurred in by appropriate FI officials.

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2. An interim report is made of this study since several extensive experiments are necessary to determine the feasibility of adopting proposed changes in methods. A final report will be made after results of these experiments are conclusive.

3. It is anticipated that substantial savings will result from the changes recommended in the study. Reports of estimated savings will be made in the final report.

4. The Printing Advisory Staff will keep in immediate contact with the experiments and will continue to study certain problems involved in the processing of FI reports.

5. It is requested that, after review and concurrence, the report be returned to this office for our file.

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[REDACTED]
Chief, General Services Office

Attachment

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or